



How to Attend Your Webex Remote Appointment

1

Before Your Appointment

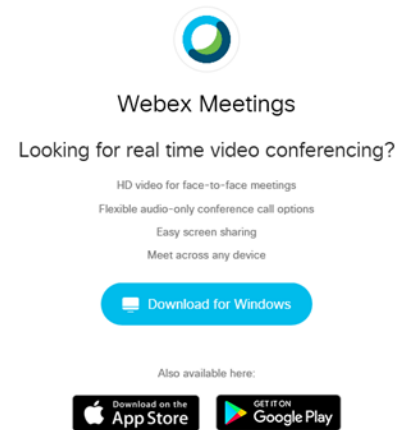
Download Webex before your appointment.

Smart phones and tablets:

Download the Cisco Webex Meetings App from Google Play or the Apple App Store. *You need the Cisco Webex Meetings App when using a smart phone or tablet.*

Desktops and laptops:

Download Webex at www.webex.com/downloads.html.

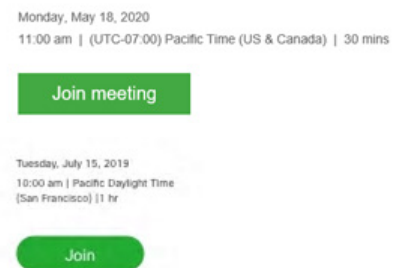


2

Attending Your Appointment

You will receive an email invitation before your scheduled Webex remote appointment.

Open the email and click the **Join meeting** or **Join** button a few minutes before your appointment time.



3

Adjusting Your Settings

After clicking the **Join meeting** or **Join** button in the email, Webex will open. If you did not download Webex on your desktop or laptop, you will be prompted to install or run software. Please allow this to happen. This will only occur the first time.

Before you officially join the meeting, there will be a video and audio preview of yourself. Adjust your settings as needed. Your audio settings should be set to **Use Internet for audio**. *Do not select the Call me audio option.*

Click the **Join** button again to officially join the meeting.

If you join the meeting without video, you will still be able to participate with audio.

